

# UNIVERSITY OF WARWICK

## Board of the Faculty of Arts

Minutes of the meeting of the Board of the Faculty of Arts held on Wednesday 14<sup>th</sup> February 2007.

Present: Prof A Caesar (Chair), Dr K Astbury, Prof S Bassnett, Prof S Bruzzi, Prof R Burns, Dr E Clarke, Prof J Davis, Prof T Docherty, Prof M Finn, Dr E Gallafent, Dr S Ireland, Prof J Labbe, Dr L Long, Prof P Marshall, Prof K O'Brien, Dr L Polezzi, Ms P Stallard, Mr E Stewart, Prof SCR Swain, Dr G Thomson.

In Attendance: Mrs C Edgar, Dr J Moss (for items 27/06-07 and 38/06-07), Mrs J Shaw.

Apologies: Dr J Ahearne, Dr EC Barry, Dr J Burns, Dr A Cooley, Dr R Dias, Dr R Earle, Dr S Gilson, Prof S Hand, Dr E John, Dr M Kooy, Prof M Luddy, Mr D Morley, Dr Z Newby, Prof A Reeve, Prof C Sparrow, Prof M Whitby.

### 23/06-07 Minutes

#### CONSIDERED:

The minutes of the meeting of the Board held on Wednesday 8<sup>th</sup> November 2006.

#### RESOLVED:

That the minutes be approved, subject to two amendments.

### 24/06-07 Matters Arising on the Minutes

- (a) Year out for Work Experience (minutes AQSC81/05-06, AQSC 102/05-06, AUSC26/05-06, BFA49/05-06, AQSC3b/06-07 and S.27a/06-07 refer)

#### REPORTED:

- (i) That the Academic Quality and Standards Committee, at its meeting on 25 October 2006, considered:

A revised proposal to allow students to take a voluntary year out for work experience, including a proposed new regulation, prepared by Ms R Wooldridge Smith, Director of the Careers Service and Mr S Russell, Acting Director of the Careers Service, (Paper AQSC2/06-07);

and recommended (to the Senate):

That the proposal to introduce a new Regulation to allow undergraduate students on courses without an intercalated year to take a voluntary year out for work experience be approved, along with associated Guidelines for Heads of Department, application form and report form, as set out in paper AQSC2/06-07, subject to minor amendments noted at the meeting;

- (ii) That the Senate, at its meeting of 6 December 2006, considered the revised proposal and resolved:

That the proposal to introduce a new Regulation to allow undergraduate students on courses without an intercalated year to take a voluntary year out for work experience be approved, along with associated Guidelines for Heads of Departments, application form and report form, as set out in paper AQSC2/06-07 (revised), noting that students' return to the University was monitored via a report from the student to the Head of Department.

- (b) Self-Certification of Illness for Assessed Tests or Examinations (minutes AUSC21/05-06, AUSC23(e)/05-06, AUSC3(b)/06-07, AQSC3(c)/06-07 and S.27(b)/06-07/06-07 refer)

REPORTED:

- (i) That the Academic Quality and Standards Committee, at its meeting on 25 October 2005, considered:

Amendments to Regulation 12 (1) (a) to require students to submit medical certificates covering periods of significant assessment to their Head of Department, not the Registrar, paper AQSC20/06-07, and a University policy on circumstances in which self-certification be permitted, paper AQSC 21/06-07;

and recommended (to the Senate):

That Regulation 12 'Procedure to be adopted in the Event of Absence for Medical Reasons from a University Examination for First Degrees' be amended as set out in paper AQSC20/06-07, and that the proposed 'Policy on the self-certification of student illness in the case of non-submission or late submission of assessed work' be approved as set out in paper AQSC 21/06-07 (revised);

- (ii) That the Senate, at its meeting of 6 December 2006, considered these amendments and recommended:

That Regulation 12 'Procedure to be adopted in the Event of Absence for Medication Reasons from a University Examination for First Degrees' be approved as set out in paper AQSC 20/06-07 and that the proposed 'Policy on the self-certification of student illness in the case of non-submission or late submission of assessed work' be approved as set out in paper AQSC21/06-07 (revised).

- (c) Constitution of the Centre for Global History and Culture (Minutes BFA6/06-07 and S.39/06-07 refer)

REPORTED:

That the Senate, at its meeting on 6 December 2006, considered a proposed constitution of a new Centre for Global History and Culture, and resolved that it be approved as set out in paper BFA8/06-07.

- (d) Online MA in History (Minutes AGSC3/06-07, AGSC10(a)/06-07, BFA8/06-07 and BGS38/06-07 refer)

REPORTED:

That the Board of Graduate Studies, at its meeting on Thursday 16 November 2006, considered a proposal from the Department of History for the introduction of a new online MA with effect from October 2007 and resolved that the proposal for the introduction of a new online MA in History, as set out in paper AGSC4/06-07, be approved subject to clarification of the fee level and approval by the Academic Activities Sub-Committee.

25/06-07      Chair's Action

Sub-Group for the consideration of course and module proposals (Minutes AGSC29/05-06 and AGSC5(c)/06-07 refer)

REPORTED:

- (a) That the Chairs of the Board of the Faculty of Arts and the Academic Quality and Standards Committees had approved by Chair's Action the formation of a sub-group of the Graduate Studies Committee of the Board of the Faculty of Arts to consider course and module proposals comprised of the Chair of the Graduate Studies Committee and the following Committee members:
  - (i) Dr R Moseley;
  - (ii) Professor P Marshall;
  - (iii) Dr P Poellner;
- (b) That the Chair of the Board of Graduate Studies would join the sub-group to consider course proposals.

26/06-07      Chair's Business

- (a) Migration to Microsoft Exchange

RECEIVED:

An oral report from the Chair on the migration to Microsoft Exchange on behalf of the Director of IT Services.

RESOLVED:

- (i) That it be noted that the Board was concerned about the difficulty in contacting postgraduate students indicated by IT Services.
- (ii) That the information provided by IT Services would be circulated to all Heads of Department, and Departments would communicate the information on migration to Microsoft Exchange to their postgraduate students on this occasion.
- (iii) That the Secretariat would contact IT Services to request that any users who needed to and had not yet granted IT Services proxy access to their Groupwise mailbox should be contacted.

(b) Strategic Departmental Review

REPORTED:

- (i) That the Strategic Departmental Reviews of History (including Comparative American Studies), English and Comparative Literary Studies, and Film and Television Studies would take place during the 2006/07 academic year (most probably the Summer Term).
- (ii) That the Strategic Departmental Review of the Centre for Translation and Comparative Cultural Studies will also take place during the 2006/07 academic year, following the review of the Department of English and Comparative Literary Studies.

(c) Café Humanities

RECEIVED:

An oral report on Café Humanities from the Chair.

RESOLVED:

That it be noted that work on Café Humanities was now likely to take place over the Summer Vacation 2007.

(d) Advisory Board of the Faculty of Arts

REPORTED:

That the date of the next meeting of the Advisory Board to the Faculty of Arts would be 27<sup>th</sup> March 2007.

RESOLVED:

- (i) That nominations to replace Prof M Whitby on the Faculty Advisory Board should be forwarded to the Chair.
- (ii) That the Chair would invite the current Chair of the Faculty Advisory Board to come and speak with members of the Faculty during the Summer term.

27/06-07 Annual Course Review and SSLC Annual Report

CONSIDERED:

The 2005/06 summary reports on the Annual Course Reviews for:

- (a) Undergraduate courses (paper AUSC15/06-07 (revised);
- (b) Postgraduate taught courses (paper AGSC16/06-07 (revised);
- (c) Postgraduate research courses (paper AGSC17/06-07 (revised);

along with the reports on the operation of the SSLC system during 2005/06 prepared by the SSLC Co-ordinators:

- (d) Undergraduate Annual Report from the SSLC Co-ordinators (paper AQSC 30/06-07);
- (e) Postgraduate Annual Report from the SSLC Co-ordinators (paper AQSC 31/06-07),

RESOLVED:

- (f) That the 2005/06 Undergraduate and Postgraduate summary reports on the Annual Course Reviews be approved.
- (g) That the lack of postgraduate office space highlighted in the Postgraduate Annual Report from the SSLC Co-ordinators be noted.

28/06-07      Reviews of the Annual Course Review system and the Course and Module Approval Process

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 22 November 2006, resolved that the operation of the Annual Course Review system be further reviewed, including consideration of how best to pre-populate data fields and how best to ensure departments carry out annual course reviews promptly and with a view to disseminating good practice.

RECEIVED:

An oral report on the reviews of the Annual Course Review system and the Course and Module Approval Process by Dr J Moss.

RESOLVED:

That the support of the Board for these developments be noted.

29/06-07      Report from the Undergraduate Studies Committee

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 23<sup>rd</sup> January 2007 (paper BFA10/06-07).

RESOLVED:

That it be noted that the Sub-group for the Undergraduate Studies Committee had considered a large number of module proposals ahead of their meeting on 23<sup>rd</sup> January 2007.

30/06-07      Report from the Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee of the Faculty held on 1<sup>st</sup> February 2007 (paper BFA11/06-07).

31/06-07

Award of Merit and Starred Distinction on taught Masters courses  
(Minutes AGSC5(a)/06-07, BFA13/06-07, BGS34/06-07, BGS54/06-07 and BGS71(b)/05-06 refer)

REPORTED:

- (a) That the Board of Graduate Studies at its meeting on 16 November 2006 reported:
  - (i) That the Board, at its meeting of 31 May 2006, resolved that the proposal by the Board of the Faculty of Arts to introduce a merit classification at taught Masters level to distinguish those who have not achieved a distinction but have obtained a high pass mark should be referred to Faculty level for consideration, along with the suggestion that the University introduce a starred distinction.
  - (ii) That, following requests from the Faculties of Arts and Science, the Graduate School would investigate practice at other universities and report back on this issue to the Board, noting that within the Faculty of Science there was more support for a merit classification than a starred distinction.
  - (iii) That the Board of Graduate Studies at its meeting on 18 January 2007 considered the practice of awarding merit and starred distinctions at other universities (Paper BGS20/06-07), noting a correction to the paper to reflect that the University of Birmingham did award merit on its taught Masters courses (noting that this correction is incorporated into Paper BGS20/06-07 (revised) and resolved:
    - (A) That there was no support for the introduction of a starred distinction at the University;
    - (B) That the possibility of awarding merit would be discussed further once the Graduate Studies Committees of the Boards of the Faculties had met.
- (b) That the Graduate Studies Committee, at its meeting on 1<sup>st</sup> February 2007, considered the proposal to introduce a 'merit' classification at taught Masters level, along with the suggestion that the University introduce a 'starred distinction' and recommended to the Board of Graduate Studies that neither should be introduced.

32/06-07

Postgraduate Issues (Minute BFA 41(b)/05-06 refers)

CONSIDERED:

Issues raised in the meeting of the Board held on 24<sup>th</sup> May 2006 in relation to postgraduate programmes, student numbers, English language capability, submission rates, Research Council funding bids and use of awards.

RESOLVED:

That the Postgraduate Issues outlined in Minute BFA41(b)/05-06 should be referred to the Graduate Studies Committee for consideration.

33/06-07 50% Rule for BA Degrees within the Department of English and Comparative Literary Studies (BUGS minute 7/06-07 refers)

REPORTED:

That the Board of Undergraduate Studies, at its meeting on 15 November 2006, approved a request from the Department of English and Comparative Literary Studies that the provision in respect of the 50% Rule, which had been approved in 2003/04 for the BA degrees within the Department, be also approved for the part-time BA in English and Cultural Studies (Paper BUGS6/06-07).

34/06-07 Policy on Use of Postgraduate Students for Teaching (Minutes BGS11/06-07 and AQSC32/06-07 refer)

REPORTED:

- (a) That the Board of Graduate Studies, at its meeting of 12 October 2006, considered a proposed policy on the use of postgraduate students for teaching (Paper BGS6/06-07) and resolved that the proposed policy be approved subject to amendments (noting that these are incorporated into Paper BGS6/06-07 (revised)).
- (b) That the Academic Quality and Standards Committee, at its meeting on 22 November 2006, considered a policy for the use of postgraduate students for teaching (Paper BGS 6/06-07 (revised)) and resolved that the paper be referred to the Faculty Boards for comment before further consideration at the second meeting of the Committee in the Spring Term 2007.
- (c) That the Graduate Studies Committee, at its meeting on 1 February 2007, recommended to the Faculty Board that the following amendments be made to Paper BGS6/06-07 (revised):
  - (i) In section 6: *'...where the postgraduate is in the later years of their studies and has already gained teaching experience.'*  
The 'and' be changed to 'or'.
  - (ii) In section 7:
    - (A) *'They should first receive training...'*  
Remove 'first'.
    - (B) *'...with model answers being provided.'*  
Add 'where appropriate'.
  - (iii) In section 3: *'s/he should be fully assessed for this role...'*  
That whether 'assessment' could be taken to mean 'evaluation' be clarified.

CONSIDERED:

A proposed policy on the use of postgraduate students for teaching (Paper BGS6/06-07 (revised)).

RESOLVED:

That the recommended amendments to the policy from the Board and the Graduate Studies Committee be discussed with the Chair of the Board of Graduate Studies before being fed back to the Academic Quality and Standards Committee.

35/06-07 Proposed Procedures on Early Submissions and Extensions for PhD Students (Minutes AQSC34/06-07, BGS29/06-07, BGS50/06-07 refer)

REPORTED:

- (a) That the Board of Graduate Studies, at its meeting on 16 November 2006, considered proposed Procedures on Early Submissions and Extensions for PhD Students, paper BGS15/06-07 (revised), and resolved that these be approved as set out in paper BGS15/06-07 (revised) subject to the amendments agreed at the meeting.
- (b) That the Academic Quality and Standards Committee, at its meeting on 22 November 2006, considered the proposals to tighten existing processes for granting and monitoring extensions for research degree students as set out in paper BGS15/06-07 (revised 2), and resolved that they be approved, subject to the clarifications and amendments requested by the Academic Quality and Standards Committee, noting that these amendments are included in paper BGS15/06-07 (revised 3).
- (c) That the Board of Graduate Studies, at its meeting on 18 January 2007, reported:
  - (i) That these amendments and clarifications had been approved by the Chair acting on behalf of the Board
  - (ii) That a letter notifying departments and students of the changes in procedures for extensions would be sent out shortly.

36/06-07 Proposed Guidelines for the Supervision of Research Students based away from the University (Minutes BGS31/06-07 and AQSC36/06-07 refer)

REPORTED:

- (a) That the Board of Graduate Studies at its meeting on 16 November 2006 considered proposed Guidelines for the Supervision of Research Students based away from the University, paper BGS7/06-07 (revised 2), and recommended that the Guidelines be approved as set out in paper BGS7/06-07 (revised 2), subject to amendments agreed at the meeting, noting that they should apply to all students admitted with effect from January 2007.
- (b) That the Academic Quality and Standards Committee, at its meeting on 22 November 2006, considered Proposed Guidelines for the Supervision of Research Students based away from the University (Paper BGS7/06-07 (revised 3)) and resolved that the proposed Guidelines for the Supervision of Research Students based away from the University, paper BGS7/06-07 (revised 3), be referred to Heads of Department for comment.

37/06-07 Amendment to Regulation 13: Continuation of Registration (Minutes BGS 49/06-07, BGS15(b)/06-07, AQSC 33/06-07 and S27(g)/06-07 refer)



REPORTED:

- (a) That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered the proposed amendments to the membership of the Continuation of Registration Committees as set out in Regulation 13 Governing the Continuation of Registration and recommended to the Senate that proposed amendments to the membership of Continuation of Registration Committees contained in Regulation 13 Governing the Continuation of Registration be approved as set out in paper BGS4/06-07.
- (b) That the Senate at its meeting on 6 December 2006 considered the proposed amendments to the membership of the Continuation of Registration Committees as set out in Regulation 13 Governing the Continuation of Registration, as set out in paper BGS 4/06-07, and recommended that they be approved.

38/06-07 Regulation 14 Governing Higher Degrees (Minutes AQSC37/06-07, BGS32(a)/06-07 and S27(h)/06-07 refer)

REPORTED:

- (a) That the Board of Graduate Studies at its meeting on 16 November 2006 considered proposed amendments to University Regulation 14 Governing Higher Degrees to provide for the right of appeal for students admitted to a Postgraduate Diploma who are not permitted to upgrade to a Masters course and those admitted to a MPhil/PhD who are not permitted to upgrade to PhD (Paper BGS14/06-07 (revised)), resolved that the proposed amendments to provide for the right of appeal against the decision not to permit an upgrade to a Masters course be reviewed in light of discussions at the meeting and reconsidered in January, and recommended that the proposed amendments to Regulation 14 (F) to provide for the right of appeal against the decision not to permit an upgrade to PhD from MPhil be approved as set out in paper BGS14/06-07 (revised).
- (b) That the Academic Quality and Standards Committee, at its meeting on 22 November 2006, considered proposed amendments to Regulation 14 (F) to provide for the right of appeal against the decision not to permit an upgrade to PhD from MPhil, paper BGS14/06-07 (revised) and recommended (to the Senate) that proposed amendments to Regulation 14 (F) to provide for the right of appeal against a decision not to permit an upgrade to PhD from MPhil be approved as set out in paper BGS14/06-07 (revised).
- (c) That Senate, at its meeting on 6 December 2006, reported that the Chair of the Board of Graduate Studies had written to all departments to request their consideration of possible alternatives to the award of MPhil and recommended that proposed amendments to Regulation 14(F) to provide for the right of appeal against a decision not to permit an upgrade to PhD from MPhil be approved as set out in paper BGS14/06-07.

39/06-07 Course and Module Approval Process (minutes AQSC 31/06-07 and BFA 3/06-07 refer)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 22 November 2006, considered a report from its Secretary outlining work on reviewing the existing course and module approval mechanisms (paper AQSC26/06-07);

and resolved:

- (a) That the Secretariat convene meetings of the Chairs of Faculty Undergraduate Studies Committees/Sub-Faculty and Faculty Graduate Studies Committees, to be chaired by Professor M Smith and Professor L Bridges respectively, to review the existing course and module approval mechanisms and report to the next meeting of the Committee;
- (b) That these meetings consider the issues highlighted in paper AQSC26/06-07, in particular the scrutiny of proposals (paragraph 3(a) refers), and in addition, the content of the forms involved in the course and module approval system.
- (c) That any reform of the course and module approval system be taken forward with due consideration of the relevant sections of the QAA Code of Practice.

and recommended (to the Registrar and the University Secretary):

- (d) That the resourcing and location of the Faculty Board secretariat role be reviewed (paragraph 2(f) of paper AQSC26/06-07 refers).

RESOLVED:

That it be noted that the Board welcomes moves to support the role of the secretariat, and that continuity in the role is desirable.

40/06-07      Course Proposals

REPORTED:

- (a) That the Undergraduate Studies Committee, at its meeting on 23<sup>rd</sup> January 2007 recommended that the proposals from the Department of History of Art for the following revised courses be approved, subject to minor amendments.
  - (i) 'BA in History of Art' for introduction in October 2007 (Paper AUSC16/06-07);
  - (ii) 'BA in History of Art and French' for introduction in October 2007 (Paper AUSC17/06-07).
- (b) That the Graduate Studies Committee, at its meeting on 1<sup>st</sup> February 2007 recommended that the proposal from the Department of English and Comparative Literary Studies for a new course 'Postgraduate Award in Professional Communication Skills' for introduction in April 2007 (Paper AGSC24/06-07) be approved, subject to minor amendments.

41/06-07      Proposed Amendments to University Regulations (minutes BUGS11/06-07, AQSC40/06-07 and S.26(i-k)/06-07 refer)

TO REPORT:

- (a) That the Board of Undergraduate Studies, at its meeting on 15 November 2006, considered proposals to amend University Regulations as set out in paper BUGS8/06-07, and recommended that the proposals to amend

University Regulations as set out in paper BUGS 8/06-07, be approved, subject to minor amendments as notified at the meeting;

- (b) That Academic Quality and Standards Committee, at its meeting on 22 November 2006, considered proposals to amend University Regulations, (Paper BUGS8/06-07(revised));

and resolved:

That appropriate University Officers be invited to consider the current operation of Regulation 11, Regulations Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test.

and recommended (to the Senate):

- (i) That amendments to Regulation 9, Regulations Governing the Constitution of Boards of Examiners, be approved as set out in paper BUGS 8/06-07 (revised) (part 1), subject to minor amendments noted at the meeting;
  - (ii) That amendments to Regulation 10, Examination Regulations, be approved as set out in paper BUGS 8/06-07 (revised) (part 2);
  - (iii) That amendments to Regulation 11, Regulations Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test, be approved as set out in paper BUGS 8/06-07 (revised) (part 3), subject to minor amendments noted at the meeting.
- (c) That the Senate, at its meeting of 6 December 2006, considered proposals to amend University Regulations, paper BUGS8/06-07(revised) and recommended:
- (i) That amendments to Regulation 9 Governing the Constitution of Boards of Examiners be approved as set out in BUGS8/06-07 (revised 2) (part 1);
  - (ii) That amendments to Regulation 10, Examination Regulations, be approved as set out in paper BUGS8/06-07 (revised 2) (part 2);
  - (iii) That amendments to Regulation 11 Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test be approved as set out in paper BUGS8/06-07 (revised 2) (part 3).

42/06-07      Student Representatives' Issues

RECEIVED:

An oral report on current student issues within the Faculty of Arts from the Undergraduate student representative.

REPORTED:

That currently there is no postgraduate student representative, noting that Ms K Drakeley emailed Directors of Graduate Studies to ask them to raise the issue of a postgraduate representative at SSLC meetings.

RESOLVED:

That the Undergraduate student representative would feed back the results of the 'Hidden Course Costs' questionnaire to the meeting of the Board in the Summer term 2007.

43/06-07      Items for Discussion at the Senate

CONSIDERED:

Items for discussion at the next meeting of the Senate.

RESOLVED:

That there were no items to report to the next meeting of the Senate.